San Beda University Soccer Field

Risk Management Plan

ESS346-1 Risk Management

Samuel Chavez

4/12/2022

1. Risk Management Policies & Procedure

San Beda University is a catholic private institution located in Manila, the Philippines. The soccer field is one of the main sports facilities on their campus. The soccer field is composed of natural grass and has an actual length of 120 yards and 80 yards in width. The field is also surrounded by a 13-foot chain-link fence on the sides and 53 feet on both ends. There are 2 entries and 2 exits for the field, exits are on the sides while entries are at the front portion of the field. Restrooms and shower/locker rooms are located just outside of the field's entry. The Soccer field facility holds sports events such as soccer tournaments, summer camps, P.E. classes, and college Intramurals. Outside of sports events, it is involved in school events including student integration, school mass, and holiday events.

These are the staff members involved in the risk management plan and their responsibilities for the sports events.

* **Event supervisors** - supervising the event, they are responsible for evaluating the facility before and after any sport events making sure that no foreign objects.
* **Security** **-** ensuring the safety of all participants during events. Making sure that spectators are being appropriate towards the event before, during, and after.They will also be responsible for assisting all participants and members in executing the emergency plans once a natural disaster occurs.
* **Trainers/Medic-** All participants in any sports event in the facility may involve in severe injuries and even death. They must be always present during the event.
* **Coaching Staff -** The facility needs to be in undamaged shape before any sports event. They must make sure that all equipment in the facility is up to date and their surroundings are safe. They are responsible for informing the athletic director if the facility is damaged.
* **Athletic Director -** is responsible for updating the facility and securing all staff needed for an event to take place. In addition, is responsible informing the rector president.
* **Rector President of San Beda University-** To navigate the actions needed for incidents and giving response to media and members of the organization.
1. Program Related Functions

The history of incidents that have occurred in the facility are injuries caused by foreign objects found on a soccer field and in addition, would be an outdated chain-link fence that is not safe for participants. The history of environmental incidents is mostly from floods, heatwaves, and earthquakes. Manila the Philippines, where the organization and facility are located is prone to flooding, facing an average of 20 typhoons each year. It is also in the range of the west valley fault where it is prone to earthquakes. Heatwaves have an average of 88-90 Fahrenheit a month. Participants during the athletic event may be involved in injuries and even death. The organization’s soccer field has natural grass therefore it needs to be cut down every two weeks to maintain a firm ground and for the facility to be ready for any events to take place. Before the start of any sports events, event supervisors of the university must have a group of personnel to evaluate the field for foreign objects as well as make sure that all the equipment that is going to be used during the event is safe and appropriate. in addition, during an events security must make sure that spectators do not interfere with the event for the safety of participants and for other audiences. Furthermore, the university needs to ensure that fences are up to date to not fall over the participants and do not compose sharp edges to be safe for all participants and members of the organization. Due to the high vulnerability of the soccer field from environmental risk, the organization must provide a protocol for all specific environmental risks. All members of the organization must practice and do drills regularly for all specific environmental risks. This will ensure effectiveness when an actual disaster occurs. Installing flyers from each side of the fences will help raise awareness for all the participants on how to act during a disaster. During the sport event, medical professionals should be always present, for the safety of all participants.

In utilizing the risk within the organization, San Beda University must provide these specific procedures.

Waivers and Insurance for before enabling participants

* This allows the organization to avoid the risk of lawsuits and transfer the risk of incidents giving the entity to a third party. It is mandatory for participants to provide their own insurance to take part in any event. In the waiver, the organization must state the waiver all the possible risks that may occur in participating if they will be responsible in their own actions during the event unless it is a clear act of negligence of the organization. Furthermore, participants must accept terms with their names and signature.

Supervising and monitoring events

* This will allow staff at events to follow the current occurrence of the event, which will give immediate response to any incidents and adjustments that need to be handled.

Communication Tree and Controlling risk

* The organization must have a clear flow of communication which means all personnel need to have knowledge of whom to inform when certain incidents occur. In addition, they must be able to take control and retain an incident.

Writing Incident reports, This is important after an incident takes place.

* Staff members of the organization must write how the incident occurred, this will give safety to staff and the organization

Practice of staff and volunteers in procedures and response to incidents

* They play a big part in securing the safety of participants and the facility; however, they must be able to initiate their vital duties properly. Therefore, the organization must hold practice and drills to execute responses perfectly.
1. Facilities & Equipment

An effective risk management plan for the safety of its facility and equipment, The San Beda University Soccer Field must have solid risk control to prevent unexpected losses in the organization.

* A solid foundation for risk control in an organization is placing a staff member in any space used by the soccer field to monitor an event at all times to avoid or assess incidents. This will ensure the safety of participants and the audience involved during the event. From the exterior to interior parts of the soccer field a person must be placed. On the exterior, it has parking spaces, restrooms, locker rooms, and walkways for the participants. For the interior it only entries and exits and the soccer field itself which is facility that is monitored.
* The staff members will have walkie talkie as form of communication and take charge of safety for the audiences that are coming in for the events. This will need the practice of the staff members on their attitude towards safety. That being so, they must know the safety plans, rules, and emergency procedures to take charge of any occurrence of incidents or disasters.
* For the safety of the facility, the soccer field will have a mandatory inspection for foreign objects and make sure the surroundings are appropriate. This procedure must be done not just before an event but also after; this will ensure that nothing improper is left in the facility. Moreover, in preparation for the soccer field for an event or tournament they must have labels on areas such as entries, exits, concession areas, hazards zones, restrooms, and locker rooms. After labeling for directions, they must secure a stack of equipment to be used in the event such as goal posts, corner flags, and lines. In addition, the staff in charge would also inspect the individual equipment of the participants for them to engage in the event.
* Managing the size of each event to take place would create an advantage to be a step ahead in risk control. This utilizes crowd management by knowing the expected audience for an event and will allow exact preparation in how to execute the procedures when an incident occurs in the spectator's area or when a natural disaster occurs. Crowd management also holds accountability in spectators to be ejected when they are intoxicated or unruly towards the others and to the participants.
* Earthquakes are prone to San Beda’s Soccer Field. Hence the organization must construct an emergency plan for this situation and put all participants and members involved. There must also be a member to the weather during the event.
* To ensure the high quality of the facility, the organization must provide a schedule for maintenance. This will include facility general cleaning and repairing of damage or outdated parts of the field and its equipment. Other the setting schedules for maintenance; these operations must also have documentation to keep track of their maintenance.

These procedures must be applied in San Beda's Soccer Field maintenance:

* Cutting of the field grass every 2 weeks to maintain a firm ground
* Inspection of the field and goal posts 4-5 times a week
* Inspection for repair of the chain-link fences, including entry and exit gate once every week. Drainage from flooding is cleaned and not clogged
* Cleaning and inspecting restrooms, locker rooms, walkways, parking, audience area 4-5 times a week .Cleaning of all equipment every time after use.
* Making sure proper signage for directions
1. Emergency & Disaster Planning

Emergency Response

San Beda University must provide the equipment and staff members to practice and be able to retain all incidents and injuries that might occur in the event. In this specific event, soccer will include first aid kits and defibrillators. However, the organization may face scenarios of participants dealing with severe incidents, injuries, and even death. As a result, the emergency plan must have a solid response to these risks. Fatal or severe injuries may include cardiac arrest, head injuries, and even any form of torn ligaments.

 In response to these situations, the organization will be given a walkie-talkie or any piece of communication to a staff member monitoring the location of the incident, and this will have a faster response to an incident. In identifying the severity of the incident, they will then contact the appropriate person to assess the situation. For example, if it is the case of a cardiac arrest, they must report to the medical professionals to be contained properly. In the case of natural disasters, the facility is prone to typhoons/cyclones, flooding, and earthquakes. These are the specific plans for each disaster: Flooding will be prevented by constructing proper drainage for the facility. Therefore, the organization must plan the drainage to avoid severe damage to the facility. Typhoons are the causes of flooding, therefore there must be personnel in charge of monitoring the weather so that they can prepare for the facility to face a typhoon/cyclone. In addition to postponing the events. Earthquake, this disaster is a big threat to the facility and requires a great amount of planning. The organization must construct a safe procedure for all the people involved in the facility. They must install alarms to set when this disaster occurs. Staff members must assist all participants and crowd before themselves because they better practice for the situation. To raise awareness of this the procedure must be posted in the surroundings of the facility.

Managing Incidents

When an accident occurs in the space of the event, nearby functional staff members must identify the level of the incident. This will allow the person in charge to fix the incident properly. Identifying the level of the risk is an important procedure in managing incidents; However, all risk levels must be retained meticulously. All incidents must be from low to elevated risk levels and must be retained by the supervisors and security. Supervisors are crucial in managing incidents. They are held accountable to follow the right procedures. The staff members or volunteers being placed in spaces covered by the facility and event must also know how to write incidents reports to keep track of how the incident occurred and whom to contact. In severe incidents, they must report right away to supervisors, security, and medical professionals. In the occurrence of a natural disaster, they must follow the emergency procedure for the specific disaster that is occurring. The staff members or volunteers are placed in spaces covered by the facility and event. In minor incidents such as falling, minor injuries, equipment malfunctions, and crowd disruption, staff members or volunteers must know how to use a first aid kit and whom to report during the incident.

Managing flow of communication:

 All staff members are mandatory to study the flow of communication and compose fact sheets or log of the incidents. They must also be careful notifying the next of kin of a participant involved in an incident or injury. The flow of communication with the administration, it goes from staff members or volunteers to supervisors, security, medical Professionals to coaching staff to the athletic director to the rector president of the San Beda University.

Reference Page

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